

**HOODLAND FIRE DISTRICT #74**  
**BOARD WORK SESSION MINUTES**  
**June 12, 2019**

Those Present: Board Members: Darcy Lais, Cliff Fortune, Mary Ellen Fitzgerald, and Pat Buckley. Staff: Fire Chief; John Ingrao. Guests: Jim Mooney, Shirley Dueber and Jacob Rackley.

1. Call to Order: By Pat Buckley at 7:00 PM.
2. Pledge of Allegiance: Led by Pat Buckley.
3. Persons to be Heard. None.
4. Deputy Chief Hiring Process.
  - A. Announcement and advertising.
    - i. Reviewing job announcements for advertised positions from other departments.
    - ii. Coni Scott offered to help put together a Community Profile for prospective candidates.
  - B. Steps before hiring process.
    - i. Consult with the Chief Examiner and follow the Civil Service hiring process.
    - ii. Update the Deputy Chief's Job Description Policy.
    - iii. Plan to start the advertising in October or November 2019.
  - C. Interview Process.
    - i. Bring in local Fire Chiefs to conduct a Fire Chief Interview with the applicants.
    - ii. The Board should also interview the applicants since the Deputy Chief could have the opportunity to become the successor Fire Chief.
    - iii. Follow Civil Service guidelines for scoring and points distribution.

4. Continued

D. Types of potential applicants and backgrounds.

- i. A Deputy Chief's position at Hoodland Fire might be attractive to a Retired Fire Chief from another department.
- ii. Chiefs usually stay in a position around 5-7 years.
- iii. Younger Chiefs are more ambitious and are looking for the next promotion.
- iv. Since a Paramedic License is required, this increases the likelihood of attracting someone from a smaller department.
- v. Hiring someone that comes from a smaller department would be a good thing because they would understand the culture.

E. Desired Deputy Chief attributes and qualifications.

- i. Think about the strengths of the staff and fill what's lacking.
- ii. The Board needs to decide what qualities are necessary and what are optional.
- iii. Cliff Fortune would like someone with experience, the ability to wear lots of hats, financial knowledge, supervisory experience, fire background, Paramedic, etc.
- iv. Chief Ingrao would like someone who has experience with volunteers and Human Resources.
- v. Mary Ellen would like someone with a Wildfire background, experience with Volunteers, and will become part of the community.
- vi. Shirley would like someone who works well with firefighter volunteers and community volunteers, experience working well with women, and will stand up to the Fire Chief if they disagree.
- vii. Shirley and Cliff recommend doing a complete personal background check with input from their subordinates.
- viii. Jim Mooney suggests picking someone who has good chemistry with Chief Ingrao, the Board, and the staff.

4. Continued

F. Contingency Plans.

- i. The new hire would most likely not start until after January 2020.
- ii. If the person hired is not working out, the Fire District can let the person go in the probationary period and re-interview before Chief Ingrao's contract is up.
- iii. If the person hired is a good Deputy Chief but would not make a good Fire Chief, the Fire District can decide not to promote the Deputy Chief. In this case another hiring process would need to be completed for a Fire Chief.

G. Work Sessions.

- i. The Board should meet once a month to figure out the details.
- ii. We need to get a rough draft of a hiring packet by the July 17<sup>th</sup> Civil Service Meeting.
- iii. The Board can email or call Jim Mooney to provide input.
- iv. Chief Ingrao will spread the word in the fire community to gather interest in the position.

F. Jim Mooney HR Consulting.

MOTION MADE: By Cliff Fortune to entertain a contract with Jim Mooney HR Consulting at the July Board Meeting.  
2ND: By Darcy Lais.  
DISCUSSION: None.  
PASSED: Unanimously.

5. Adjournment.

MOTION MADE: By Pat Buckley.  
ADJOURNMENT: Meeting adjourned at 8:36 PM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant